

# Joint Archives Advisory Board

**Date:** Wednesday, 30 March 2022  
**Time:** 10.00 am  
**Venue:** Council Chamber, County Hall, Dorchester, DT1 1XJ

**Members (Quorum: 3)**

Richard Biggs, Simon Christopher, Lesley Dedman, Beverley Dunlop, Matthew Hall, Nigel Hedges, Laura Miller and Marion Le Poidevin

**Chief Executive:** Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services Meeting Contact 01305 224185 - [george.dare@dorsetcouncil.gov.uk](mailto:george.dare@dorsetcouncil.gov.uk)

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda.

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## Agenda

Item	Pages
<b>1. ELECTION OF CHAIRMAN</b>	
To elect a Chairman for the year 2022.	
(Note: In accordance with the established protocol of the Board, the chairmanship rotates amongst the contributing authorities, with the Vice-Chairman, from a different authority to the Chairman, normally succeeding to the Chairmanship the following year).	
<b>2. APPOINTMENT OF VICE-CHAIRMAN</b>	
To appoint a Vice-Chairman for the year 2022.	
(Note: On the basis of the established protocol the Vice-Chairman should be a representative from a different authority to the Chairman).	
<b>3. APOLOGIES</b>	

To receive any apologies for absence.

#### **4. DECLARATIONS OF INTEREST**

To disclose any pecuniary, other registrable or non-registrable interest as set out in the adopted Code of Conduct. In making their disclosure councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration.

If required, further advice should be sought from the Monitoring Officer in advance of the meeting.

#### **5. MINUTES**

5 - 8

To confirm and sign the minutes of the meeting held on 13 April 2021.

#### **6. PUBLIC PARTICIPATION**

Representatives of town or parish councils and members of the public who live, work or represent an organisation within the Dorset Council area are welcome to submit up to two questions or two statements for each meeting. Alternatively, you could submit one question and one statement for each meeting.

All submissions must be emailed in full to [george.dare@dorsetcouncil.gov.uk](mailto:george.dare@dorsetcouncil.gov.uk) by 8.30am on Friday, 25 March 2021.

When submitting your question(s) and/or statement(s) please note that:

- no more than three minutes will be allowed for any one question or statement to be asked/read
- a question may include a short pre-amble to set the context and this will be included within the three minute period
- please note that sub divided questions count towards your total of two
- when submitting a question please indicate who the question is for (e.g. the name of the committee or Portfolio Holder)
- Include your name, address and contact details. Only your name will be published but we may need your other details to contact you about your question or statement in advance of the meeting.
- questions and statements received in line with the council's rules for public participation will be published as a supplement to the agenda
- all questions, statements and responses will be published in full within the minutes of the meeting.

## **7. COUNCILLOR QUESTIONS**

To receive questions submitted by councillors.

Councillors can submit up to two valid questions at each meeting and sub divided questions count towards this total. Questions and statements received will be published as a supplement to the agenda and all questions, statements and responses will be published in full within the minutes of the meeting.

The submissions must be emailed in full to [george.dare@dorsetcouncil.gov.uk](mailto:george.dare@dorsetcouncil.gov.uk) by 8.30am on Friday, 25 March 2022.

[Dorset Council Constitution](#) – Procedure Rule 13

## **8. JAS SERVICE PLAN (2021-26) MONITORING REPORT** 9 - 38

To receive a report by the Service Manager for Archives and Records.

## **9. BUDGET MONITORING 2021/22 AND BUDGET 2022/23** 39 - 48

To receive a report by the Service Manager for Archives and Records.

## **10. REVISED INTER-AUTHORITY AGREEMENT FOR THE JOINT ARCHIVES SERVICE - AN UPDATE** 49 - 54

To receive a report by the Service Manager for Archives and Records.

## **11. URGENT ITEMS**

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4)b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.

## **12. EXEMPT BUSINESS**

To move the exclusion of the press and public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 3 of schedule 12A to the Local Government Act 1972 (as amended).

The public and press will be asked to leave the meeting whilst the item of business is considered.